



# Health and Safety Committees Performance Standard

## 1. PURPOSE

This document outlines performance standards and provides instruction related to Yukon government health and safety committees, as defined by the Workers' Safety and Compensation Act (WSCA). By operating under this standard, departmental health and safety committees shall follow legislated requirements of the WSCA and fulfil their responsibilities outlined in GAM 3.48, Workplace Health, and Safety Policy.

## 2. DEFINITIONS

**Rules of Procedure:** the operating guidelines for health and safety committees.

**Employer and Worker Committee Members:** are to be defined within committee's rules of procedure.

**Community of Practice:** Comprised of safety practitioners and/or those who have health and safety within their job description.

**Workplace Health and Safety Practitioner:** A person employed by the Yukon government, in a position where the primary duties relate to providing health and safety advice or performing health and safety functions.

## 3. ROLES AND RESPONSIBILITIES

### 3.1 Deputy Heads

Deputy Heads will ensure committees and health, and safety representatives comply with legislation and applicable collective agreements by ensuring that:

- Each workplace is represented by one of the department's committees. The committee and reporting structure in the department must be outlined in its Rules of Procedures.
- Where multiple departments exist within one workplace or building, procedures are developed to share hazard reporting and implementation of corrective actions that affect employees in that workplace.
- Each workplace completes inspections, collects and forwards incident reports to the committee they are represented by, or as outlined within the assigned committee's rules of procedure.
- A minimum of one committee is in operation when an employer has 20 or more workers.

- The structure of Health and Safety Committees, names of committee members and worker health and safety representatives are broadly communicated including any changes.
- Committee names and contact details are posted electronically and in a conspicuous location at all physical work locations.
- Updated membership lists are provided to the Public Service Commission's (PSC) Corporate Health and Safety Unit quarterly.
- Committees have enough members to consistently meet quorum, as defined in the committees' rules of procedure.
- Committees have appropriate resources available to perform their duties.
- Recommendations made by committees are carefully considered and responded to by the recipient within 30 calendar days.
- Effort will be made to schedule meetings during overlap of scheduled shifts. If that cannot happen committee members will be appropriately compensated for time spent outside of regular work time.

Deputy Heads may modify implementation of performance standards, within the scope of the WSCA, its Regulations, and the applicable collective agreements if they have completed and submit a hazard assessment to PSC's Corporate Health and Safety Unit that indicates their unique needs warrant a different approach.

Deputy Heads may also choose to establish additional committees in their workplace, outside of performance standard requirements, based on the number of workers, work locations and unique work contexts within their workplace. Note that bargained provisions in a collective agreement may require measures over and above what is required by the WSCA.

Workplace Size	Recommended number of committees
Less than 20 workers	<ul style="list-style-type: none"> <li>• one health and safety representative</li> </ul>
Between 20 and 200 workers	<ul style="list-style-type: none"> <li>• one committee and up to 3 committees</li> </ul>
Greater than 200 workers	<ul style="list-style-type: none"> <li>• one to five committees</li> </ul>
	<ul style="list-style-type: none"> <li>• Each workplace is represented by one of the department's committees. The committee and reporting structure in the department must be outlined in Rules of Procedure</li> </ul>

### 3.2 Supervisors

Supervisors will:

- Fully cooperate with the committees in the undertaking of their duties, including by responding to recommendations assigned to them,



- Ensure all workers are aware of the committee and how to report workplace safety concerns.

### **3.2 Workers**

Workers will:

- Co-operate with the committees in undertaking their duties and are entitled to seek appointment as a member.
- Ensure they are aware of their committee members' names and contact information for safety-related concerns in the workplace.

### **3.4 Committee Members**

Committee members will:

- Fulfill their duties as outlined in their committee's rules of procedure and the WSCA.
- Attend and participate in committee meetings.
- Attend training relevant to safety committee operations as set out by PSC's Corporate Health and Safety Unit.
- Familiarize themselves with safety policies and procedures.

### **3.5 Workplace Health and Safety Practitioner**

Workplace Health and Safety Practitioners:

- If a workplace health and safety practitioner also serve as a member of a committee:
  - They must act as equal members in the committees,
  - Recognize the influence they may hold, due to their job title or technical expertise, and
  - Be mindful that each member has an equal vote in the committee.
- Roles in relation to a committee are to be defined within rules of procedure.

### **3.6 Committee Co-Chairs**

Committee co-chairs will:

- Fulfill their duties as outlined in their committee's rules of procedure.
- Ensure an agenda is prepared for upcoming meetings.
- Participate in co-chair forums as scheduled by the PSC's Corporate Health and Safety Unit.



- Schedule meetings during regular working hours and/or during overlap of scheduled shifts where possible, to ensure quorum can be met.
- Report information related to incidents, meetings, training, and other safety information as requested, to PSC's Corporate Health and Safety Unit.

## **4. COMMITTEE OPERATIONS**

Committees will participate in PSC's Corporate Health and Safety Unit, health and safety initiatives as outlined by GAM 3.48 and organized by the PSC's Corporate Health and Safety Unit and/or departmental Deputy Heads by promoting the initiative within the committee's assigned work locations.

### **4.1 Rules of Procedure**

Committees are required to adopt Rules of Procedure based on a template provided by the PSC's Corporate Health and Safety Unit. The Rules of Procedure will be reviewed annually and submitted to the PSC by the Friday of the first full week of October, or any time the Rules of Procedure are updated.

### **4.2 Confidentiality**

Committees will not be advised of, or infer the identity of, the persons affected or involved in a documented safety incident. Committees will maintain confidentiality of any personal identifiers in reports, investigations, work refusals, or minutes.

### **4.3 Reporting and Forms**

Committees will submit meeting minutes to the PSC's Corporate Health and Safety Unit monthly. Departments may add additional content to the documents and templates. Committees must provide minutes, quarterly reports and other information requested to the PSC's Corporate Health and Safety Unit for health and safety performance monitoring. PSC will report to leadership committees and external bodies on behalf of the employer in identifying health and safety trends.

### **4.4 Membership**

- Committees will be composed of a minimum of four members with a maximum number of members as defined within committee rules of procedure.
- Committees will define worker and employer committee members within committee rules of procedure.

- Worker members are to be selected by the group of affected employees or their union.
- Employer members are to be selected by management.
- If one is not selected, the employer committee members will elect a co-chair among themselves.

Members are eligible for 2-year terms on the committee, with the possibility of re-election at the end of the term.

- The minimum member quorum is to be defined within the committee's rules of procedure and shared with PSC's Corporate Health and Safety Unit.
- At least one co-chair will be present to meet quorum as outlined in the rules of procedure.
- Membership will be representative of all workplaces within the department by ensuring representation from different branches, divisions, and geographic area on each committee,
  - For example, in Highways & Public Works each grader station must have a representative on one of the committees for HPW.
- 50% or more of the committee members must represent workers.
- Committee co-chairs will provide a list of current and alternate members, when created or revised to the PSC's Corporate Health and Safety Unit.
- A list of current committee members names and contact information is required to be posted in all workplaces,
- All workers and unions will be canvassed simultaneously for worker member vacancies that fall below the minimum number of committee members. Co-chairs on committees will communicate with management and unions when canvassing for committee members is required.
- Unions have the authority to appoint worker members when there is a vacancy.

#### **4.5 Voting Process**

- Each committee sets their own membership cap for committee members within the committee's rule of procedure.
- In the event there is a tie and/or challenge of co-chair committee members a voting process will proceed.
- The voting process, if required:
  - May be completed by show of hands or by secret ballot.
  - The election will be recorded in the minutes.
  - If balloting occurs, the present manager representative will collect and read out ballots.
  - Ballots will be destroyed once the winner is elected.
- If there is a tie in votes:

- A recount of the votes will take place and if found to be accurate, a draw of names will be drawn.

#### **4.6 Recommendations**

Committees will review inspections, incident reports and investigations and may make recommendations for corrective actions to management responsible for the impacted work location. The recommendation and subsequent response from management will be reflected in the committee minutes. When multiple managers are impacted by a recommendation, the recommendation will be sent to the Assistant Deputy Minister(s) of the impacted work locations.

#### **4.7 Inspections**

Inspections will be completed regularly, outlined in workplace procedure rules, before the scheduled committee meeting. All work locations must be inspected and reported on by a committee.

### **5. WORKER HEALTH AND SAFETY REPRESENTATIVE**

- Worker Health and Safety Representatives are only required in departments with less than 20 and more than 5 workers.
- Worker Health and Safety representatives are not required to hold routine committee meetings but are responsible for the following as outlined in the WSCA.
- Work Health and Safety representatives:
  - Receive, consider, and make recommendations to the employer on concerns or complaints respecting the health and safety of workers,
  - Identify hazards to the health and safety of workers arising out of or in connection with activities at the workplace,
  - Make recommendations to the employer on the development and promotion of education programs, policies, procedures, and measures that are required at the workplace and to review and monitor their effectiveness,
  - Inspect the workplace at regular intervals,
  - Make recommendations to the employer and to the workers for the improvement of workplace health and safety, and
  - Produce statistical information regarding the representative's activities and submit it to the PSC's Corporate Health and Safety Unit using the chart found on the minutes template form.

## 6. MANDATORY TRAINING

- The employer will ensure new committee members receive an orientation to the Workplace Health & Safety Policy (GAM 3.48), this performance standard, Rules of Procedure and the Worker's Safety and Compensation Act within 30 days of their selection.
- Committee co-chairs are required to complete training for committees as provided by or approved by PSC's Corporate Health and Safety Unit within 6 months of their selection.
- In consideration of this standard's definition of employer, at least one committee worker member must attend investigations training as provided and/or approved by the PSC's Corporate Health and Safety Unit within 6 months of their selection.

## 7. COMMUNICATION

Any updates to applicable legislation, policy or this standard will be communicated by PSC's Corporate Health and Safety Unit to stakeholder groups, community of practice and committees through the co- chairs.

Version History
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